

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;"><u>LA PAZ</u></div>	2. Agency <div style="text-align: center;">STATE</div>	3a. Position Number <div style="text-align: center;">310401 A56191</div>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="text-align: center;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office Regional Security Office	Administrative Assistant			
6. Post Title of Position (if different from official title) Administrative Assistant		7. Name of Employee		
8. Office/Section Regional Security Office		a. First Subdivision Local Guard Force		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position Responsible for the office management of the + 65 members of the Local Guard Force. Plans, establishes, and maintains a system for unclassified records. Determines need for new files, revised space requirements, modification of procedures, new equipment, and other administrative needs. Conducts inspection or inventory of all records stations to assure that records are maintained in accordance with prescribed system and the duplicates files are avoided. Establishes procedures for the destruction of the records material and for storage, retirement, or archiving of documents. Responsible for ordering and issuing of equipment and supplies.				

14. Major Duties and Responsibilities

REPORTS: Word processing, locating and assembling information for various reports, budget analysis, briefings, training, etc. **25%**

TIMELY ADMINISTRATIVE FUNCTIONS: Prepares accurate and timely administrative functions for the local guard force duty schedule in coordination with the LGF-SC and Guard Commander. **25%**

FILING SYSTEM: Designing, organizing, and maintaining filing systems. **20%**

SUPPLIES: Designing, organizing, and maintaining filling system. **10%**

RECEPTIONIST SERVICES: Providing telephone and receptionist services. **10%**

MISCELLANEOUS TAKS

Performs miscellaneous office management work, such as answering and routing phone calls, coordinates requests for extra LGF work for official and private events, oversees requests for Roving Patrol extra vigilance of temporary vacant houses, keeps and updates lists for Mission personnel addresses, official and personally owned vehicles (POVs), etc. Drafts letters, memoranda, cables, e-mail, and other correspondence following proper formatting and procedures. Maintains TDY Access and After-Hours Access lists for Post One and LGF office. Maintain LGF SharePoint site; organizes and maintains content on intranet site dedicated to the La Paz using Microsoft SharePoint. **10%**

Other Duties as Required: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

- a. Education: Completion of two years post-secondary school in business administration, management or marketing is required.
- b. Prior Work Experience: Minimum two years of progressively responsible experience in the police, military private or government security guard business, or inventory control, or administrative related duties.
- c. Post Entry Training: 80 hour Guard Certification Course and 16 annual hours of recertification every year (12 FAH 7 requirements).
- d. Language Proficiency: Level III (Good Working knowledge) (sp/read) English and Spanish is required.
- e. Job Knowledge: Internal – knowledge of Embassy operations and divisions.

Skills and Abilities: IT software – Requires an intermediate knowledge of MS office applications is required. MS Windows, Word, Excel, PowerPoint and Adobe are required. Ability to use MS SharePoint to share information in internal communications – Ability to establish and maintain liaison with personnel within the mission. Some tact and diplomacy are involved in explaining records management requirements, conducting inspections and inventory, and resolving associate problems.

External communications – the employee will communicate with the local police. Communications include requesting emergency assistance from the local police, coordinating responses to demonstrations, and coordinating routine security patrols around U.S. mission facilities.

Written Communications: Ability to assembled information for various reports, budget analyst, maps, google maps, timely reports, briefings, etc. in a coherent meaningful way. Must communicate schedules to LGF members.

16. Position Elements

- a) Supervision Received- Direct Supervision from LGF - SC and - through him to the Assistant Regional Security Officer.
- b) Supervision Exercised- None.
- c) Available Guidelines- 12 FAH 7, 12 FAH 8, Surveillance Detection Management and Operations Field Guide, 3 FAH 2, 2 FAH 2, 12 FAH 2, 14 FAH 2 and 12 FAH 5, Memorandum of Understanding (MOU) and/or LGF Contract.
- d) Exercise of Judgment- Keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent; able to make independent judgment on institutional capabilities and the adequacy of security systems and controls.
- e) Authority to Make Commitments- None
- f) Nature, Level, and Purpose of Contacts- Develop and maintain contacts with senior and high level host-government security official in coordination with RSO. Incumbent will maintain liaison with BP LGF Officials for purposes of emergency response and reporting of incidents.
- g) Time Expected to Reach Full Performance Level- six months